

**Department of Colorado
Veterans of Foreign Wars of the U.S.
1400 Carr Street - Lakewood, CO**

General Orders No. 4

May 1, 2016 Series 2015-2016

1. 96th **DEPARTMENT CONVENTION** will be held in Security, June 15th through 18th. The Council of Administration will meet at 6:00 pm, June 16th at Fort Logan Northgate School. All Council Members are requested to attend!! Uniform for the Convention will be: Council of Administration - casual; Joint Opening - Blues & Greys; Business Sessions - Black & White; Joint Memorial - Dark Suit or Blues & Greys.
2. **POST QUARTERMASTERS**: Request the assistance of your members in completing the list of deceased members form and return to Department Headquarters no later than May 20, 2016.
3. **DISTRICT COMMANDERS** must attend Council of Administration meeting June 16th at State Convention in Security, CO. You must also be present at ALL Business Sessions to receive your full travel expense check plus per diem for you motel room.
4. **REQUESTS FOR REIMBURSEMENT** from 2015-2016 Council Members between July 1, 2015 and June 30, 2016, must be submitted in writing and approved by the State Commander. If NOT submitted by July 10, 2016, the request will not be paid.
5. **DISTRICT AND POST ELECTION REPORTS**: It is the responsibility of the membership to insist that the responsible officer reports the elections of officers to Department immediately after the election is completed. If not sent to Department Headquarters by July 1, 2016, your officers will be omitted from the Department Roster.
6. **POSTS SHOULD ARRANGE SPECIAL CEREMONIES** and all Commanders shall alert comrades to their obligations for appropriate commemoration of the following outstanding action dates in U.S. History: May 8th, VE Day; June 6th, D Day; June 14th, Flag Day. It is requested that all Posts and their members honor Memorial Day on May 31st.
7. **DELEGATE FEE NOTICES** are being sent to each Post Quartermaster. Fee must be paid to Department Headquarters prior to State Convention or your vote will not be accepted. Post Commander Delegate Card will be mailed to the Post Commander.

ATTESTED BY:

/s/ Bruce R. Dolan

Bruce R. Dolan

State Adjutant

BY COMMAND OF:

/s/ Peter Buchanan

Peter Buchanan
State Commander